Approved For Release 2005/11/21 : CIA-RDP70-00211R000800300006-3

DD/S 63-3041

SECRET

16 July 1963

MEMORANDUM FOR: Records Management Officers

SUBJECT: 1963 Headquarters Records Inventory

1. PURPOSE:

Per paragraph 8., Chapter III, [redacted] the annual inventory of classified, operational records will be conducted prior to 1 September 1963. This inventory will be used as follows: 25X1

a. To establish standards and to identify units with excessive accumulations of paper.

b. To satisfy the Agency's needs for its annual records report.

2. PROCEDURE:

a. RMOs, assisted by RAOs and desk personnel, will fill out inventory forms (see attached copy of Form 1719a) for each organizational unit listed in [redacted] Administrative paper is not covered by this inventory; units may, however, wish to take advantage of this inventory effort to analyze such holdings for their own purpose. 25X1

b. RMOs will review each form, discuss pertinent findings with the unit chief and obtain his signature on the form.

3. CONSOLIDATED REPORT:

RMOs will prepare a consolidated report for their Division/Staff chief, pointing out pertinent records management problems and indicating the action being taken. A copy of this report, together with a complete set of Form 1719a's, will be forwarded to DDP/SG at the same time.

[redacted] 25X1

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GROUP 1
Excluded from automatic downgrading and declassification

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25X1

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HEADQUARTERS RECORDS INVENTORY

On Duty Stenographic

Designation:

Types of Records Held			Footage	Remarks (Key all remarks to line letter)
I. ADMINISTRATIVE AND SUPPORT				DRAFT
II. CHRONOS	A.	CABLES		
	B.	FIELD INFORMATION REPORTS		
	C.	DISPATCHES		
	D.	HEADQUARTERS INFORMATION REPORTS		
	E.	MEMORANDA		
III. SENSITIVE DOCTS	F.	CRYPTIC REFERENCE		
	G.	SENSITIVITY INDICATORS		
	H.	TOP SECRET		
IV. DOCUMENT CONTROL	I.	LOGS		
	J.	CARDS		
	K.	MANIFESTS		
V. OPERATIONAL	L.	201 PERSONALITIES		
	M.	NON-201 PERSONALITIES		
	N.	PROJECTS		
	O.	SUBJECT OR CASE		
	P.	BACKGROUND AND REFERENCE		
VI. MISC	Q.	WORKING PAPERS		
	R.	OVERNIGHT STORAGE		
	S.	BLANK FORMS		
	T.	OTHER		
VII. TOTAL FILE MATERIAL				
VIII. INDICES	u.	Cards 3x5		
	v.	Cards 4x6		
	w.	Cards 5x8		
	x	Cards (Others)		
	y	Lists		
IX. TOTAL INDICES				

DATE

SIGNATURE OF UNIT CHIEF

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INSTRUCTIONS

25X1 See [redacted] Chapter III, Paras 8e and 9

The annual records inventory of classified operational materials will be prepared on this form. Prepare one form for each organizational 25X1 component listed in [redacted]

REPORT FRANCTIONS OF A FOOT TO THE NEAREST TENTH
One standard safe drawer equals 2.0 feet

I. ADMINISTRATIVE AND SUPPORT FILES - Files pertaining to Logistics, Finance, Legal, Personnel and General Administrative Activities, including Regulatory Issuances.

II. CHRONOLOGICAL FILES - Files maintained by any unit (including Reports Officers' Files) as long as they are maintained in chronological order, or in numerical order as are Book Dispatches.

III. SENSITIVE DOCUMENT FILES - Files maintained separately from other files due to sensitivity. Such documents, interfiled with other files, should be included where they are found.

IV. DOCUMENT CONTROL FILES - Log Records, Cards, Pouch Manifests, or Abstracts used in lieu of logs.

V. OPERATIONAL FILES -

201 Personalities - Personality files identified by 201 numbers assigned by [redacted] RID.

Non-201 Personalities - Personality files other than [redacted] official 201 dossiers.

Project Files - Include all project files, whether identified by official CS file number or not. Under "Remarks," indicate the approximate percentage of these files which are not official CS file folders, charged out from RID.

Subject or Case Files - Impersonal Subject Files identified by file numbers assigned by [redacted] RID.

Background and Reference Files - General Subject Files other than those identified by RID [redacted] file number.

VI. MISCELLANEOUS FILES -

Working Papers - Files other than those listed above kept by an individual for convenience or until completion of an assignment.

Overnight Storage - Documents and bulky classified materials maintained in one place pending distribution.

Blank Forms - Stock of blank [redacted] classified forms.

Other - Total volume of files not covered by the types of holdings listed above.

VIII. INDICES - Cards and Lists used as Indexes to the files or to summarize information. Specify type of card on line "x".

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